

NEW PROVIDER DETERMINATION INCOME WORKSHEET

As of July 1, 2006, providers whose total household income meets or falls below the following guidelines will be eligible for Tier I reimbursement for all enrolled children, including their own, under the age of 13, when child care children are in attendance and served the same meal. Reimbursement may not be claimed for meals served to children who are not enrolled, or for meals served at any one time to children in excess of the home's authorized capacity or for meals served to providers' children who are not eligible for free or reduced-price meals.

To apply for Tier I reimbursement, please complete and sign the attached application, provide a copy of your current tax form or other documentation, and return it to our office for approval. You will be notified of your determination as a Tier I or Tier II provider. **The worksheet at the bottom can be used as part of a verification document for new providers who have not filed a 1040 income tax form.**

The following chart shows the income levels to be used for the period of July 1, 2010 through June 30, 2011 to qualify as a Tier I home when determining the reimbursement rate for the meals and snacks served to your child.

<u>HOUSEHOLD SIZE</u>		<u>INCOME (Equal to or Less Than)</u>	
	<u>Yearly</u>	<u>Monthly</u>	<u>Weekly</u>
1	Please note: Reduced-Price Guidelines will be posted when they become available.		
2			
3			
4			
5			
6			
7			
8			

For each additional household member add

+

+

+

Self employed persons including Family Child Care Providers use their NET INCOME after deductions and expenses to determine income eligibility. Use the following to calculate NET INCOME:

In this section, you will need to give some information about your child care income and expenses. You should report your income and expenses from the last calendar month. Since child care income and expenses can be irregular, it may be averaged over the prior 12 months. However, check with your sponsor to see if it would be better for you to use yearly figures instead of monthly.

List on line 1, the amount of your child care expenses (such as auto, building, utilities, etc.). All child care-related expenses should be listed on this line. You may not claim expenses that are not related to child care. For example, if another household member is self-employed and has business expenses, don't list those expenses here. Put your food costs for child care children on line 2. Do not include the cost of food provided to children living in your own household who are in care. Only list the amount of your food bill that is used in your business. Add these two figures together to get your TOTAL CHILD CARE EXPENSES (Line 3).

On line 4, list the amount of child care income you received from parents, guardians, and Social Services. Next, list on line 5, the CACFP reimbursement received from your sponsor. The part of reimbursement received for CACFP meals served to children living in your household is not considered "income" to you for the purpose of determining their program eligibility. If it is your first month of participation, you can enter your anticipated CACFP reimbursement. Your sponsor representative may be able to help you estimate this amount. Add these two figures together to get your TOTAL CHILD CARE INCOME (Line 6).

Using the figure on line 3, subtract your TOTAL EXPENSES from your TOTAL INCOME. The balance will be your NET CHILD CARE INCOME. If this amount turns out to be less than zero, put "O" on this line.

NET CHILD CARE INCOME WORKSHEET

<u>CHILD CARE EXPENSES</u>			<u>CHILD CARE INCOME</u>		
1.	Business costs (auto, building, utility, & other supplies, expenses, etc.)	\$_____.00	4.	Gross child care fees(money from parents of child care children	\$_____.00
2.	Cost of food for child care children	+_____.00	5.	CACFP reimbursement	+_____.00
3.	TOTAL CHILD CARE EXPENSES	= \$_____.00	6.	TOTAL CHILD CARE INCOME	= \$_____.00

TOTAL CHILD CARE INCOME	\$_____.00
TOTAL CHILD CARE EXPENSES	- _____.00
NET CHILD CARE INCOME	= \$_____.00